NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

How to Create or Remove a DV Alert in CMS

The purpose of a DV Alert designation in CMS is simply to alert staff that the individualized case plan for the releasee must include assessing and monitoring a releasee's behavior to ensure that no further victimization occurs. A DV Alert designation **DOES NOT** automatically mean that special conditions related to domestic violence need to be imposed.

Any documented incident of domestic violence where an incarcerated individual/releasee was the perpetrator, AND where the incident took place over ten years ago, AND where the incarcerated individual/releasee was not charged with a misdemeanor or felony crime, **cannot** be the sole basis for a DV Alert designation.

Any other incident of domestic violence that **does not** fit the above criteria will result in a DV Alert designation. Specified below are the various ways a DV Alert can be created or removed in CMS.

Method #1: DV Incident Date on Miscellaneous Screen

Step 1 – Go to the F6/Releasee Detail Menu
Step 2 – Click on the red dot next to Miscellaneous
Step 3 – Click on Create Record
Step 4 – In the "Type" field, type "D1" (indicates Domestic Violence Date); also enter the date of the incident in the "Detail" field
Step 5 – Hit F1 key to save information

To Remove:
Step 1 – Go to the F6/Releasee Detail Menu
Step 2 – Click on the red dot next to Miscellaneous
Step 3 – Click on the red dot next to "Domestic Violence Dt"
Step 4 – In the top right-hand corner, type a "Y" over the "N" next to Delete Record
Step 5 – Hit F1 key to save information

Method #2: Active DV Program
Step 1 – From the F13/Program Screen, click on Create Record
Step 2 – In the "Category" field, enter code "07" (indicates a domestic violence program)
Step 3 – Once all other program information is entered, hit F1 key to save information

To Remove:
Step 1 – From the F13/Program Screen, click on the red dot next to the program
Step 2 – Click on Update Record in the right-hand corner
Step 3 – In the "Category" field, enter a code other than "07" if not a DV program
Step 4 – Hit F1 key to save information

Method #3: Active DV Condition
Step 1 – Go to the F6/Releasee Detail Menu
Step 2 – Click on the red dot next to Special Conditions
Step 3 – Click on Create/Update Condition
Step 4 – In the "Add New Condition" field, enter any of the following codes: 30 (DV program) or D1 (DV History)
Step 5 – Hit F1 key to save information

To Remove:
Step 1 – Go to the F6/Releasee Detail Menu
Step 2 – Click on the red dot next to Special Conditions
Step 3 – Click on Create/Update Condition
Step 4 – In the "End" field, enter "Y" next to codes: 30 (DV program) or D1 (DV History) and enter the "End-Date" (MM/DD/YY) of when the Special Condition was rescinded
Step 5 – Hit F1 key to save information

Method #4: Associated Person/Order of Protection (OOP)
Step 1 – Go to the F11/Associated Person List Screen
Step 2 – Enter the Associated Person Information requested on screen
Step 3 – In the "OOP" field, enter Yes or No if an Order of Protection was issued
Step 4 – In the "Is OOP DV Related" field, enter Yes or No
NOTE: Entering Yes in this field will create the DV Alert

To Remove:

Step 1 – Go to the F11/Associated Person List Screen

Step 2 – Click on the red dot next to the associate listed at the victim

Step 3 – In the "Is OOP DV Related" field, enter "No"

Step 4 – Hit F1 key to save information

Method #5: An email from the Bureau Chief to Quality Control requesting that a releasee be designated as a DV case

To Remove: An email from the Bureau Chief to Quality Control requesting the removal of a DV designation of a releasee